



powell street festival society

JOB POSTING

The Powell Street Festival Society's (PSFS) mission is to cultivate Japanese Canadian arts and culture to connect communities. The main activity is producing the Powell Street Festival (PSF), an annual celebration of Japanese Canadian arts, music and culture in Vancouver's historic Japanese Canadian neighbourhood, Paueru Gai in the Downtown Eastside (DTES). With the support of over 250 volunteers, this two-day free event is the largest of its kind in Canada and the longest running festival in Metro Vancouver (since 1977). PSFS is a non-profit professional arts presenter that is progressive, diverse, contemporary, and compelling.

ADMINISTRATIVE AND BOOKKEEPING ASSISTANT

Powell Street Festival Society seeks a dedicated team player to fill a permanent part-time position (estimated 10 hours/week). Working with the Operations Manager, staff, volunteers and contractors, the Administrative and Bookkeeping Assistant is responsible for the following tasks:

- Maintain accurate financial records using bookkeeping platforms such as Hubdoc and Xero Accounting;
- Prepare and process invoices, receipts and payments;
- Maintain the Society's contact management system (MS Powers Apps) database;
- Coordinate the Society's donation tax receipts;
- Assist with the maintenance of festival manuals, Society documents, multimedia and assets (i.e. surveys, inventory);
- Assist with the maintenance, reporting and statistical analysis of the organization's programs;
- Assist with additional duties as assigned such as merchandise sales, lottery coordination, archiving, etc.

QUALIFICATIONS

The ideal candidate will be detail-oriented, have strong analytical and communication skills, and the ability to work independently as well as collaboratively.

- Experience with MS Word and Excel is required;
- Experience with Xero Accounting, Hubdoc, Sharepoint, and PowerApps is an asset;
- Experience with volunteer-run organizations and can work calmly under pressure;
- Must be creative and resourceful;
- Experience working with non-native English language speakers is an asset;
- Understanding of Canadian Revenue Agency guides for charities, Canada's Anti-Spam Law, and British Columbia's Personal Information Protection Act is an asset.
- Candidates should be familiar and comfortable working in the Downtown Eastside Neighbourhood in which the Festival has been held for over 40 years.

Position is open until filled.

Applications will be accepted by email only. Please submit a resume and cover letter to [jobs\[at\]powellstreetfestival.com](mailto:jobs@powellstreetfestival.com), and include “Administrative and Bookkeeping Assistant” in the subject line. No phone calls please.

Powell Street Festival Society thanks all applicants in advance for their interest; however, only short-listed candidates will be contacted.

Wage is \$20.00 - \$24.90/hour, plus vacation and benefits.